

CURRENT PUBLICATIONS OF THE CONFERENCE BOARD

JANUARY-DECEMBER, 1941

NOTE: Since its foundation in 1916 THE CONFERENCE BOARD has issued over 800 books and reports, as well as various periodical publications. The periodical publications currently being issued are described on the back cover of this list. Many of the books and reports referred to above are now out of print. The following list contains only titles of those which are now available to Associates of the Board. They may be purchased separately only by non-commercial organizations, at prices which will be furnished upon request.

ALMANAC

THE ECONOMIC ALMANAC, 1941-42.

THE CONFERENCE BOARD'S annual handbook of economic facts and figures.

COST OF LIVING STUDIES

WHAT IS THE COST OF LIVING? Reprinted from *The Conference Board Management Record*. November, 1941.

A simple explanation in dialogue form of procedures followed in compiling cost of living index numbers.

"THE COST OF LIVING." Reprint from *The Conference Board Economic Record* and *The Conference Board Management Record*. December, 1941.

Intended to give a rounded picture of the cost of living factor in the establishment of wage policy. It includes "What Is the Cost of Living?" "Conference Board Indexes of the Cost of Living," explaining in some detail the statistical methods used; and "Automatic Cost of Living Adjustment of Wages," describing company plans of this character.

ANNUAL REVIEW OF THE COST OF LIVING, 1940: Conference Board Reports. January 30, 1941.

THE COST OF LIVING IN THE UNITED STATES IN 1938. January, 1939.

THE COST OF LIVING IN THE UNITED STATES, JULY, 1936-DECEMBER, 1937. April, 1938.

THE COST OF LIVING IN THE UNITED STATES, 1914-1936. August, 1936.

THE COST OF LIVING IN THE UNITED STATES, 1914-1929. April, 1930.

THE CONFERENCE BOARD'S indexes of living costs are given for the periods indicated in the publications listed above. The book covering the period 1914-1936, published in August, 1936, contains a description of the methods employed in compiling this index. Separate data are given for the various items—food, clothing, housing, fuel and light, and sundries. The index for the country as a whole is available by months back to 1920 and for specified months during earlier years. Indexes showing the trend of living costs in 56 cities since January, 1939, and in New York City since 1926, are presented in the "Annual Review of the Cost of Living for 1940." All figures relate to wage earners and lower-salaried workers.

DEFENSE STUDIES

ESSENTIAL FACTS FOR FISCAL POLICY: Conference Board Reports. July, 1941.

Analysis of possible sources of additional revenue for the defense program and of the advantages and disadvantages of the various methods of obtaining that revenue.

SHIFT OPERATION UNDER DEFENSE CONDITIONS: Studies in Personnel Policy. No. 35. May, 1941.

Describes shift operation techniques and indicates relative prevalence of different policies.

NATIONAL DEFENSE AND ECONOMIC RECONSTRUCTION: A Series of Addresses Delivered at the Twenty-fifth Annual Meeting of The Conference Board. June, 1941.

VACATION POLICY AND NATIONAL DEFENSE: Studies in Personnel Policy. No. 34. April, 1941.

A survey of 1941 vacation plans in 246 companies.

LEGAL ASPECTS OF MOBILIZATION FOR DEFENSE: Conference Board Reports. January 31, 1941.

Prepared jointly by the editors of the *Columbia Law Review*, the *Harvard Law Review*, and the *Yale Law Journal*, and originally published in those journals as a series of *Notes* under the title of "Mobilization for Defense."

PROBLEMS OF INDUSTRIAL MOBILIZATION: Conference Board Reports. January 16, 1941.

A statement by Bernard M. Baruch and summary of discussion at meeting of Conference Board's Consulting Committee on Industrial Mobilization Problems.

ORGANIZED LABOR AND DEFENSE PRODUCTION: Studies in the Economics of National Defense. No. 10. December, 1940.

Professor Leo Wolman of Columbia University discusses union policies in relation to the successful fulfillment of the defense program.

EXCESS-PROFITS TAXATION AND DEFENSE: Studies in the Economics of National Defense. No. 9. November, 1940.

The excess-profits-tax law of 1940 outlined and discussed from the standpoint of its effect on industry's defense effort, and its value as a revenue-producing measure.

LABOR POLICY AND DEFENSE PRODUCTION: Studies in the Economics of National Defense. No. 8. October, 1940.

Professor Wolman analyzes the available information and theories on the effect of curtailment of working hours upon production and labor costs.

MANUFACTURING RESOURCES FOR DEFENSE: Studies in the Economics of National Defense. No. 7. October, 1940.

Can manufacturing resources be utilized for the needs of the defense program without materially reducing civilian production? The problem is viewed from various angles, with special attention given to that of consumers' durable goods.

MILITARY SERVICE OF EMPLOYEES: The Conference Board Management Record Supplements. Research Memorandum No. 6. October, 1940.

Texts of various company plans in effect for compensating employees drafted for military service and for safeguarding their jobs.

FISCAL POSSIBILITIES FOR NATIONAL DEFENSE: Studies in the Economics of National Defense. No. 6. September, 1940.

Discusses the question whether the defense program should be financed by taxation, borrowing, or by some combination of these two means.

CONSUMPTION, SAVINGS AND DEFENSE FINANCING: Studies in the Economics of National Defense. No. 5. September, 1940.

Estimates the amount that could be raised by taxation to finance national defense.

EMPLOYMENT OF ALIENS AND PLANT PROTECTION: Studies in Personnel Policy. No. 24. September, 1940.

Policies are presented of 149 companies, chiefly in metal-working industries on this vital subject.

THE FRENCH WAR ECONOMY: Studies in the Economics of National Defense. No. 4. (*The Conference Board Economic Record*, July 24, 1940.)

Discusses the factors responsible for the defeat of France.

GERMANY'S ECONOMIC MOBILIZATION FOR WAR: Studies in the Economics of National Defense. No. 3. (*The Conference Board Economic Record*, July 24, 1940.)

Describes the development of Germany's war machine and its effects on that country's national economy.

SKILLED LABOR: A VITAL LINK IN DEFENSE: Studies in the Economics of National Defense. No. 2. (*The Conference Board Economic Record*, July 10, 1940.)

Summarizes the results of previous surveys, with particular reference to skilled labor's role in the defense program.

RAW MATERIALS FOR NATIONAL DEFENSE: Studies in the Economics of National Defense. No. 1. (*The Conference Board Economic Record*, July 10, 1940.)

A description of strategic and critical materials and their availability.

INDUSTRIAL-ECONOMIC STUDIES

Agriculture

THE WARTIME OUTLOOK FOR AGRICULTURE: Conference Board Reports. March 4, 1941.

Contains two articles, one on "The War and American Agriculture," and the other on "The Position of the Western Hemisphere."

AMERICAN AGRICULTURAL CONDITIONS AND REMEDIES: Preliminary General Review. May, 1936.

The position of agriculture is outlined and various measures for its improvement analyzed.

Business Administration

SELECTED INTERPRETATIONS ON THE FAIR LABOR STANDARDS ACT: Management Research Memorandum. No. 8.*

Administrative interpretations of the wage-hour law of particular importance to company executives, classified by subject to permit the finding of needed information readily.

* Printed in January, 1942.

ESCALATOR PROTECTION IN CONTRACTS: Conference Board Reports. March 19, 1941.

Surveys safeguards used by 153 corporations against changes in material and labor costs in long-term contracts.

INVENTORIES, SHIPMENTS, ORDERS, 1929-1940, REVISED INDEXES: Supplement to the Economic Record. December 26, 1940.

A revision of THE CONFERENCE BOARD indexes, including new data for certain individual industries.

INDUSTRIAL STANDARDIZATION. March, 1929.

This study deals with various measures adopted to obtain uniformity of product and exactness of design, as a basis for mass production.

Enterprise System

THE ARSENAL OF AMERICAN ENTERPRISE. Twenty-fifth Anniversary Booklet of The Conference Board.

A description of the organization and work of THE CONFERENCE BOARD.

CONFERENCE BOARD STUDIES IN ENTERPRISE AND SOCIAL PROGRESS. December, 1939.

The economic and political background of the enterprise system is described and analyzed in this book. Subjects treated include natural resources, taxation and governmental expenditures, national wealth and income, public and private debt, and unemployment.

THE DEVELOPMENT OF AMERICAN ENTERPRISE—Series of Color Charts with Explanatory Text. May, 1940.

A series of twelve colored charts of important factors in the growth of American business. Explanatory text accompanies each chart.

A RECONSTRUCTION PROGRAM FOR AMERICAN ENTERPRISE: A Series of Addresses Delivered at the Twenty-Fourth Annual Meeting of The Conference Board. June, 1940.

Foreign Trade and International Payments

FOREIGN TRADE AND HEMISPHERE UNITY: Conference Board Reports. May, 1941.

Nelson A. Rockefeller, Coordinator of Commercial and Cultural Relations Between the American Republics, gives an account of the accomplishments of his organization in bringing about greater political and commercial harmony in the Western Hemisphere. Charles R. Whittlesey, Professor of Finance and Economics in the University of Pennsylvania, analyzes the changes in American foreign trade since the beginning of the war. Paul V. Horn discusses the implications of economic collaboration with Latin America.

INTERNATIONAL RAW COMMODITY PRICE CONTROL. October, 1937.

Various schemes for commodity production and price control are described, and their origin and development traced. In each case the ultimate outcome has been a resort to governmental action. Commodities discussed are cotton, wheat, sugar, coffee, rubber, silk, tea, copper and tin.

INTERNATIONAL TRANSACTIONS OF THE UNITED STATES: An Audit and Interpretation of Balance-of-Payments Estimates. July, 1936.

This book provides a detailed description and evaluation of the annual movement of goods and services, and of capital, between the United States and the rest of the world during the period from 1922 to 1934.

TRENDS IN THE FOREIGN TRADE OF THE UNITED STATES. May, 1930.

An analysis of the trade of the United States with individual countries. The opportunities for trade expansion are considered in each case.

*General***THE ECONOMIC DOCTRINES OF JOHN MAYNARD KEYNES.** January, 1938.

A series of papers by recognized authors on the validity of Professor Keynes' theories on the expansion and contraction of credit.

*National Income***INCOME RECEIVED IN THE VARIOUS STATES, 1929-1935.** May, 1937.**INDUSTRIAL MANAGEMENT STUDIES***Collective Bargaining***REPRESENTATIVE UNION AGREEMENTS: Management Research Memorandum. No. 7. January, 1941.**

Reproduction, without analysis, of actual texts.

SENIORITY PROVISIONS IN UNION CONTRACTS: The Conference Board Management Record Supplements. Research Memorandum. No. 3. December, 1939.

Texts of representative provisions dealing with seniority are given.

REPRESENTATIVE UNION AGREEMENTS: Management Research Memorandum. No. 2. June, 1939.

A textual reproduction.

THE CLOSED SHOP: Studies in Personnel Policy. No. 12. March, 1939.

An evaluation from the standpoint of organized labor, employers, and the public.

COLLECTIVE BARGAINING THROUGH EMPLOYEE REPRESENTATION. June, 1933.

A description of one form of collective bargaining.

PROBLEMS IN WAGE ADJUSTMENT: Studies in Personnel Policy. No. 33. March 27, 1941.

Methods of adjusting wages on the basis of increased profits or changes in the cost of living.

*Compensation and Incentives***FOREMAN COMPENSATION: Studies in Personnel Policy. No. 30. February 14, 1941.**

Discusses the problem of establishing and maintaining a proper differential between the compensation of a foreman and that of employees working under him.

SOME PROBLEMS IN WAGE INCENTIVE ADMINISTRATION: Studies in Personnel Policy. No. 19. January, 1940.

A study of the procedures connected with the administration of incentive wage plans in use in 313 companies.

PROFIT-SHARING PLANS FOR EXECUTIVES: Studies in Personnel Policy. No. 6. February, 1938.

Describes how 84 companies reward executives.

*Employee Security***RECOGNIZING LONG SERVICE: Studies in Personnel Policy. No. 29. February 11, 1941.**

Various forms are described by which companies undertake to recognize or reward employees who have been with them for extended periods.

REDUCING FLUCTUATIONS IN EMPLOYMENT: Studies in Personnel Policy. No. 27. November, 1940.

A description of the methods used to minimize or eliminate the effect of seasonal and other factors on employment in different industries. Guaranteed employment and annual wage plans are discussed.

COMPANY PENSION PLANS AND THE AMENDED SOCIAL SECURITY ACT—COMPLETE TEXTS AND DIGESTS: The Conference Board Management Record Supplements. Research Memorandum. No. 4.

Texts of actual pension plans are made available.

COMPANY PENSION PLANS AND THE SOCIAL SECURITY ACT: Studies in Personnel Policy. No. 16. December, 1939.

Analyzes pension systems and their adaptation to the Social Security Act.

COMPANY NON-CONTRIBUTORY DISABILITY BENEFIT PLANS: Studies in Personnel Policy. No. 11. March, 1939.

Discusses 48 plans for the payment of benefits for illness and non-occupational injuries.

GROUP HEALTH INSURANCE PLANS: Studies in Personnel Policy. No. 10. February, 1939.

Describes programs of insurance protection against disability on account of illness, in effect in 144 companies.

MUTUAL BENEFIT ASSOCIATIONS: Studies in Personnel Policy. No. 9. October, 1938.

Evaluates employee associations for assisting fellow workers in case of illness and disability.

DISMISSAL COMPENSATION: Studies in Personnel Policy. No. 1. September, 1937.

A description of the policies followed in paying special compensation to workers dismissed through no fault of their own.

RECENT DEVELOPMENTS IN GROUP INSURANCE. September, 1934.

Various types of group insurance are described.

ELEMENTS OF INDUSTRIAL PENSION PLANS. January, 1931.

An outline of pension plans in operation prior to the enactment of the Social Security Act.

*Employee Selection and Training***EMPLOYEE RATING: Studies in Personnel Policy. No. 39.***

Following a discussion of general principles involved in rating employees, the plans used by eight companies and by five government agencies are described in detail.

EMPLOYMENT PROCEDURES AND PERSONNEL RECORDS: Studies in Personnel Policy. No. 38.*

A handbook of employment department practice developed from observation in many representative companies. Includes many reproductions of all kinds of personnel record forms.

SELECTING, TRAINING AND UPGRADING SUPERVISORS, INSTRUCTORS AND PRODUCTION WORKERS: Studies in Personnel Policy. No. 37. May, 1941.

Detailed case studies of six company programs for selecting and training supervisors and instructors, and upgrading production workers.

* Printed in January, 1942.

TRAINING WHITE COLLAR EMPLOYEES: Studies in Personnel Policy. No. 36. May, 1941.

Describes methods used in five companies to train initially and continuously clerks, adjusters, salespeople, elevator operators, typists, bookkeepers, comptometer operators and investigators.

EXPERIENCE WITH EMPLOYMENT TESTS: Studies in Personnel Policy. No. 32. March 11, 1941.

Determining character and ability by various tests, together with the experience of companies which have used one or more of them.

QUICK TRAINING PROCEDURES: Studies in Personnel Policy. No. 26. October, 1940.

Developing maximum skill in minimum time—a detailed description of the policies followed in Bridgeport, Connecticut, and in six companies elsewhere.

TRAINING SOLUTIONS OF COMPANY PROBLEMS—C. PROGRAMS DESIGNED FOR THE DEVELOPMENT OF SALES PERSONNEL: Studies in Personnel Policy. No. 22. June, 1940.**TRAINING SOLUTIONS OF COMPANY PROBLEMS—B. PROGRAMS GIVING SPECIAL ATTENTION TO DEVELOPMENT OF THE SKILL OF NON-SUPERVISORY PRODUCTION EMPLOYEES: Studies in Personnel Policy. No. 18. January, 1940.****TRAINING SOLUTIONS OF COMPANY PROBLEMS—A. PROGRAMS GIVING SPECIAL ATTENTION TO DEVELOPMENT OF EXECUTIVES AND SUPERVISORY PERSONNEL: Studies in Personnel Policy. No. 15. September, 1939.**

These three studies deal respectively with different phases of the problem of training employees.

PLANS FOR RATING EMPLOYEES: Studies in Personnel Policy. No. 8. June, 1938.

Methods of evaluating the work of individual employees.

PERSONNEL POLICIES AFFECTING SALESMEN: Studies in Personnel Policy. No. 4. January, 1938.

Surveys policies of companies in selecting, training, and compensating salesmen.

TRAINING FOR INDUSTRY. August, 1937.

A general description of methods of training workers.

Industrial Relations: General Policy**EMPLOYEE PUBLICATIONS: Studies in Personnel Policy. No. 31. February 18, 1941.**

A survey of employee publications of 203 representative companies.

JOB EVALUATION—FORMAL PLANS FOR DETERMINING BASIC PAY DIFFERENTIALS: Studies in Personnel Policy. No. 25. September, 1940.

Describes and analyzes methods used in determining the pay for a particular job.

PERSONNEL PRACTICES IN FACTORY AND OFFICE: Studies in Personnel Policy. No. 23. September, 1940.

A statistical summary indicating the number of companies having specified policies regarding rules and regulations for factory and office employees.

PERSONNEL ACTIVITIES IN AMERICAN BUSINESS: Studies in Personnel Policy. No. 20. March, 1940.

Indicates the prevalence of specified industrial relations activities.

Services for Employees**COMPANY VACATION PLANS, 1940: Research Memorandum. No. 5. July, 1940.****TRENDS IN COMPANY VACATION POLICY: Studies in Personnel Policy. No. 21. April, 1940.****MEDICAL AND HEALTH PROGRAMS IN INDUSTRY: Studies in Personnel Policy. No. 17. December, 1939.**

The function of medical service in industry, the extent of medical activities, and the results obtained.

COMPANY VACATION PLANS: Management Research Memoranda. No. 1. May, 1939.

The memoranda give the actual texts of vacation plans for wage earners.

Miscellaneous**WOMEN WORKERS AND THE LABOR SUPPLY. February, 1935.**

Available data on the employment of women and the extent to which they have replaced men.

INTERNATIONAL AFFAIRS***Conditions in Individual Countries*****ECONOMIC DEVELOPMENT OF GERMANY UNDER NATIONAL SOCIALISM. June, 1937.**

A description of conditions in Germany based on first-hand investigation.

THE SITUATION IN GERMANY AT THE BEGINNING OF 1933. March, 1933.

Germany's economic and political situation at the beginning of the Hitler regime is described and analyzed.

World Economic Conditions**ECONOMIC CONDITIONS IN FOREIGN COUNTRIES, 1932-1933. May, 1933.**

A review of developments in world economy and economic conditions in individual countries.

MAJOR FORCES IN WORLD BUSINESS DEPRESSION. September, 1931.

An attempt to show how and in what degree different countries contributed to the depression and were affected by it.

MONEY, BANKING, CREDIT, AND EXCHANGE**THE AVAILABILITY OF BANK CREDIT, 1933-1938. July, 1939.**

Appraises the problem of bank credit based on the results of a questionnaire survey.

CAPITAL FORMATION AND ITS ELEMENTS, February, 1939.

A series of papers by a group of technical experts.

NATIONAL ECONOMIC LEGISLATION**A STATISTICAL SURVEY OF PUBLIC OPINION, Regarding Current Economic and Social Problems as Reported by Newspaper Editors in the First Quarter of 1936. April, 1936.****THE ECONOMIC LEGISLATION OF THE SEVENTY-THIRD CONGRESS. Volume I. July, 1933. Volume II, September, 1934.**

Text of important laws.

TAXATION AND PUBLIC FINANCE*Cost of Government*

COST OF GOVERNMENT IN THE UNITED STATES, 1934-1936. May, 1937.

COST OF GOVERNMENT IN THE UNITED STATES, 1933-1935. May, 1936.

COST OF GOVERNMENT IN THE UNITED STATES, 1929-1930. February, 1932.

Federal Fiscal Problems

FEDERAL FINANCES, 1923-1932. April, 1933.

A detailed analysis of the financial operations of the Federal Government.

Taxation: Methods and Theory

TAXATION OF MOTOR VEHICLE TRANSPORTATION. November, 1932.

SALES TAXES: GENERAL, SELECTIVE, AND RETAIL. April, 1932.

STATE AND LOCAL TAXATION OF BUSINESS CORPORATIONS. January, 1931.

A series of studies analyzing the character, extent, and effect of particular forms of taxation. Other studies in this series are out of print.

Veterans' Relief

THE WORLD WAR VETERANS AND THE FEDERAL TREASURY. December, 1932.

A description of the development and extent of various forms of aid to veterans of the World War.

BUSINESS REGULATION

PUBLIC REGULATION OF COMPETITIVE PRACTICES IN BUSINESS ENTERPRISE. Third Edition, Completely Revised. February, 1940.

Describes and analyzes in detail the functions and activities of the Federal Trade Commission.

MERGERS AND THE LAW. January, 1929.

Discusses the status of mergers under the anti-trust laws.

UNEMPLOYMENT AND DEPENDENCY

THE TOWNSEND SCHEME. February, 1936.

A descriptive and critical evaluation.

MACHINERY, EMPLOYMENT, AND PURCHASING POWER. October, 1935.

Analyzes the available data in relation to technological unemployment and general economic effects of mechanization in industry.

UNEMPLOYMENT INSURANCE: LESSONS FROM BRITISH EXPERIENCE. November, 1934.

The British dole analyzed.

UNEMPLOYMENT INSURANCE AND RELIEF IN GERMANY. December, 1932.

A study of German methods of dealing with unemployment in the pre-Hitler period.

UNEMPLOYMENT BENEFITS AND INSURANCE. October, 1931.

Describes various measures for relieving unemployment in operation prior to the enactment of the Social Security Act and discusses insurance proposals.

THE SUPPORT OF THE AGED: A REVIEW OF CONDITIONS AND PROPOSALS. March, 1931.

The problem and its treatment prior to the Social Security Act.

WAGES AND HOURS OF WORK*Wages and Salaries*

WAGES, HOURS, AND EMPLOYMENT IN THE UNITED STATES, JULY, 1936-DECEMBER, 1937. June, 1938.

WAGES, HOURS, AND EMPLOYMENT IN THE UNITED STATES, 1914-1936. September, 1936.

WAGES IN THE UNITED STATES, 1914-1930. April, 1931.

WAGES IN THE UNITED STATES IN 1928. April, 1929.

THE CONFERENCE BOARD's regular series of wage data, currently published in *The Economic Record*. Shows average hourly and weekly earnings and average hours of work in twenty-five manufacturing industries in 1914, and by months since 1920. Separate figures are given for male and female workers and for skilled and semi-skilled, and unskilled workers. Two additional industries have been included since 1937. Information about the wages of railroad and building trades employees and agricultural workers is also given.

CURRENT WAGES IN MANUFACTURING INDUSTRY IN FOREIGN COUNTRIES. March, 1938.

Indicates the available information regarding wages abroad.

DIFFERENTIALS IN INDUSTRIAL WAGES AND HOURS IN THE UNITED STATES. March, 1938.

Shows as of September, 1937, the average hourly and weekly earnings in different localities for each separate occupation in seven industries.

SALARY AND WAGE POLICY, 1933-1934. February, 1935.

SALARY AND WAGE POLICY IN THE DEPRESSION. May 1932.

The results of surveys made to determine the extent of reduction in wages and salaries.

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